

TOWN AND CINQUE PORT OF HYTHE



Hythe Town Council
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EXPENSES POLICY

www.HYTHE-TC.GOV.UK/POLICIES/HR

This Policy was adopted by the Council at its meeting held on: 26 April 2021

Minute 318/20

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET,
HYTHE, KENT. CT21 6BG



What this policy covers

The authorisation and reimbursement of business expenses incurred during your employment.

The Council reserves the right to refuse to pay an expense claim if the expenditure is unreasonable or unnecessary, or if the appropriate documentation has not been provided.

Failure to follow this policy will constitute a disciplinary offence that will be managed in accordance with the Council's Disciplinary Procedure (detailed elsewhere in the Employee Handbook).

Your entitlements and responsibilities

The Council's responsibilities

The Council will reimburse you in respect of any expenses wholly, necessarily, and reasonably incurred in the course of your work.

Your responsibilities

You must use the most cost-effective transport methods and routes in conducting business.

You should ensure that all expense claims are made promptly, as directed by the Council.

What can be claimed?

Set out below are details of the expenses that can be claimed. This list is not exhaustive.

Traveling expenses

Traveling expenses will be paid to you when you need to travel on Council business to other locations and this is generally limited to the cost of travel from the office to the destination and return. The Council will normally reimburse:

- Standard-class rail fares
- Business mileage in accordance with HM Revenue & Customs guidelines or as advised by the Council.
- Car parking costs (but not parking fines or penalties) incurred whilst undertaking your duties for the Council
- Taxi fares if no suitable public transport is available.

Accommodation and allowances

Overnight expenses should only be incurred when an overnight stay is unavoidable and prior permission has been obtained from the Town Clerk.

In certain circumstances, the Council will provide you with an overnight accommodation allowance. This allowance includes a set amount, to be determined in advance for an evening meal, bed and breakfast.

It does not include unreasonable expenses such as the use of a hotel minibar.



Credit card

Council credit cards are not provided.

The Town Clerk is the only member of staff permitted to have the authority to hold a Council Visa debit card for online supplier card payments only.

Procedure

Claims are to be made on the appropriate claim form and should include original receipts for them to be authorised by the Town Clerk.

Claims for business mileage are to be supported by a completed mileage record sheet giving full details of the journey(s)

